



NORFOLK HOUSE SCHOOL

EXTRA TUITION REGISTRATION FORM

SECTION 1: PERSONAL DETAILS

Surname of Child	
First Name(s)	
Date of Birth	
Boy or Girl	
Ethnicity	
Religious Persuasion	
Name and Address of School	
Name of Father / Legal Carer	
Address	
Telephone Number (Home)	
Telephone Number (Mobile)	
Telephone Number (Work)	
Email Address	
Name of Mother / Legal Carer	
Address	
Telephone Number (Home)	
Telephone Number (Mobile)	
Telephone Number (Work)	
Email Address	

SECTION 2: EMERGENCY CONTACT DETAILS

1. Please provide below the telephone number(s) on which the school can contact you in the event of an emergency:

Type (e.g. Home, Work, Mobile etc.)	Telephone Number(s)

2. Please provide the details of two persons (other than the child’s parents / legal carers) who may be contacted in the event of an emergency. They should be reliable adults who have their own transport and are available at the time of your child’s sessions.

Person 1

Name	
Address	
Telephone Number (Home)	
Telephone Number (Mobile)	
Telephone Number (Work)	
Relationship to Child	

Person 2

Name	
Address	
Telephone Number (Home)	
Telephone Number (Mobile)	
Telephone Number (Work)	
Relationship to Child	

SECTION 3: YOUR CHILD’S MEDICAL CONDITIONS / NEEDS

1. It is vital that we have up-to-date and accurate information about your child’s health and any medication they are taking. Please provide below as much information as possible (if necessary, continue on a separate sheet and attach it to this form).

SECTION 5: COLLECTION OF YOUR CHILD

1. Please provide below the details of two adults who are authorised by you to collect your child from the school.

Person 1

Name	
Address	
Telephone Number (Home)	
Telephone Number (Mobile)	
Telephone Number (Work)	
Relationship to Child	

Person 2

Name	
Address	
Telephone Number (Home)	
Telephone Number (Mobile)	
Telephone Number (Work)	
Relationship to Child	

2. In the event that neither you nor the adults mentioned above are able to collect your child, your attention is drawn to the school's Ad Hoc Collection Policy and Procedure (which is available on the school's website or in document form from the Headmistress).

SECTION 6: USE OF THE INTERNET

1. The school is equipped with computers which have access to the internet.
2. The school's internet provider offers a fully filtered service which allows access only to suitable websites.
3. Children are never allowed unsupervised access to the internet. A staff member will always be on hand to guide the children towards appropriate materials.
4. However, the school cannot guarantee that a child will not inadvertently access material which is inappropriate, inaccurate or potentially offensive.
5. In light of the above, please answer the following question:

I give permission for the child named on this form to have supervised access to the internet for educational purposes: YES / NO

SECTION 7: DECLARATION

1. I declare that the information provided in this Registration Form is correct and complete to the best of my knowledge and belief.
2. By signing this Registration Form and paying the applicable fee for the session(s) booked, I understand that a contract arises between me and the school which is governed by the Terms and Conditions for the time being in force. I agree to be bound by those Terms and Conditions.

Signature of Father / Legal Carer	
Print Name	
Date	

Signature of Mother / Legal Carer	
Print Name	
Date	